

Content Partner Case Study

Stoughton Public Library,

[Kvamme Local History Collection](#)

by Kate Hull, Adult Services Librarian



About the collection

The [Kvamme Local History Collection](#) at the Stoughton Public Library was established in 1984 by Lois Kvamme as a memorial to her husband, Torstein O. Kvamme, a former principal, band and history teacher at the local high school. Through gifts and donations, the collection has grown over the years. The digital collection includes Stoughton city directories and telephone directories as well as volumes of newspaper clippings on topics of local interest including World War II, Syttende Mai, the Martin Luther Children's Home and the Stoughton Ski Jump.



Martin Luther Children's Home

Selection and digitization process

To begin, we selected representative sample of historical resources of interest to patrons unable to visit our physical location. We also favored content and topics that presented a more complete collection. For example, the [Ski Jump File](#) includes documentation of a popular location that no longer exists so it's unlikely there will be additions to this subject file. Unfortunately, there were a few items for which we were unable to acquire permission to digitize. We've been working on this project for almost two years for about 16 hours a month including volunteer and staff time.

We used an Indus 9000s Book Scanner and a Canon CanoScan 9000f Mark II Flatbed Scanner to digitize materials and created metadata by entering key information into a shared Google Sheet. We saved scanned content as

TIFF images and metadata on three external hard drives for storage and backup. Digitization specialist for the South Central Library System (SCLS), Tamara Ramski, has also been an essential part of this process, providing guidance and training.

A few other standards and best practices informed our work including:

- [Association for Library Collections & Technical Services \(ALCTS\) Minimum Digitization Capture Recommendations](#);
- [Federal Agencies Digitization Guidelines Initiative \(FADGI\), Technical Guidelines for Digitizing Cultural Heritage Materials as a Standard and Best Practice Guide to Quality Control and Quality Checklists](#);
- [U. S. National Archives and Records Administration](#) and
- [Recollection Wisconsin Digital Project Toolkit](#).

Use and benefits

We regularly use this collection to respond to local history and genealogy reference questions. Our patrons and library love the collection, but additional publicity will certainly increase awareness and drive traffic to the collection website. We hope to continue digitizing content once staff members have been trained on the digitization workflow.

My advice for organizations embarking on a digitization project? Have a clearly articulated plan from the start. Be flexible once you've developed your digitization process and be willing to adjust once you better understand time and technology constraints. This project has been a great way for all library staff to learn more about our local history resources. We love having these materials digitized and available online, as we can offer improved public service for these increasingly fragile and rare items.